



SECURITY KEY APPLICATION

APPLICATION DETAILS

Submission Date:	
Name:	Company:
Phone:	Email:
Name of Reserve/Track:	
Reason for use:	Term of use:
Has a Reserve Permit been issued?	If Other please specify:
Issue Date:	Return Date:

DECLARATION

Please see Terms and Conditions page 2

LIABILITY FOR PAYMENT – Please note that by signing and lodging this application form you acknowledge that you are responsible for payment of all lost, damaged or not returned keys and in addition will be liable to pay all costs and expenses of debt recovery and/or administrative and legal costs incurred by QLDC related to the enforcement of any debt.

I _____, the undersigned, accept that if the QLDC security key that I have been temporarily issued is lost and/or not returned to Queenstown Lakes District Council, will be responsible for the charge of **\$250.00 per key**.

I _____, the undersigned, accept that if any damage, loss or harm is caused to Council land or assets whilst I access this reserve/track or park; will be responsible for all damage and costs incurred which will be at the discretion of the Parks Manager of the Queenstown Lakes District Council.

Signature

Date:

OFFICE USE ONLY

Staff member:

QTY of Keys issued:

Key ID Type
& Number:

Other Notes:

TERMS AND CONDITIONS

- 1/ The applicant is responsible for adhering to all the Council policies and bylaws, unless they are applying on behalf of a company. If the applicant is applying on behalf of a company then that company is responsible for ensuring all Council policies and bylaws are adhered to.
- 2/ All keys lost/not returned will be charged at a rate of \$250.00 per key.
- 3/ All Council playgrounds and sports grounds are smoke free.
- 4/ When accessing an Open Space area or Council asset with the authorised Council Key/s the applicant/ company must ensure that all vehicles accessing tracks, trails and green spaces are to have a current WOF, Registration and NZ or approved foreign driver's licence.
- 5/ Hazard lights or amber flashing beacons are to be turned on before entering the area and remain active until the vehicle leaves the area or is parked.
- 6/ Marker cones or signs are to be installed at all entry/exit point where possible. The vehicle speed is not to exceed 5km or a lesser speed as required by either track conditions or pedestrian numbers and behaviour.
- 7/ Vehicles are not to have any materials or objects protruding from the footprint of the vehicle.
- 8/ Allow 1.5 meter clearance when passing a pedestrian if possible, or slow to a speed that allows you to pass pedestrians or cyclists safely. If the pedestrian or cyclist has not acknowledged the vehicles presence please tap the horn to alert from a safe distance, do not use the horn in a way that will frighten anything.
- 9/ Areas of ecological significance are to be avoided. Repairs are to be undertaken to any damage to the surface or turf caused by the vehicle use.
- 10/ The Applicant shall only be entitled to use the authorised Council Key/s in the agreed area and shall not be permitted to use the key to access any other council asset.
- 11/ The Applicant shall be responsible for any damage done to council assets, the Reserve and any associated structures, such as BBQ, toilet blocks, trees, shrubs, turf, play equipment, seating, picnic tables and flower beds. The Applicant shall be responsible for completing all repairs at its cost required to the asset, the Reserve and the structures within two days of being advised of those repairs by the Council.
- 12/ If, after two days of being advised of the repairs, the damage is not repaired to the satisfaction of the Council and no acceptable reason for the delay in effecting such repairs is given by the Applicant, the Council will arrange for repairs to be carried out at the expense of the Applicant.
- 13/ Council shall have no liability whatsoever for the actions of the Applicant pursuant to the issuing of the Security Key and the Applicant acknowledges that the Applicant occupies the accessed area at its own risk in all things.
- 14/ The QLDC issued security key is not transferable and must be produced on demand. Proof of identity may be required of the Applicant producing the key.